



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI, OHIO 45268

August 24, 2004

MEMORANDUM

SUBJECT: Invitation for Bids (IFB) PR-CI-04-10961

FROM: William J. Wise
Contracting Officer

TO: Prospective Bidders

Thank you for your interest in subject IFB, covering the Cooling Tower Replacement project at the U.S. EPA A.W. Breidenbach Environmental Research Center at 26 W. Martin Luther King Drive, Cincinnati, Ohio. The IFB consists of the following documents, all of which have been posted to the Cincinnati Procurement Operations Division website at www.epa.gov/oam/cinn_cmd/:

- This cover letter, in pdf format.
- The Invitation for Bids (in WordPerfect and pdf formats), consisting of the Standard Form 1442 bid form and Sections B through M.
- Four (4) Attachments to the IFB in pdf format, as follows:
 - Attachment 1, Specifications.
 - Attachment 2, Drawings (17 total including the cover sheet).
 - Attachment 3, U.S. Department of Labor Wage Determination.
 - Attachment 4, Standard Form 24, Bid Bond.

Hard copies of the specifications and drawings may be purchased from the following print house:

Queen City Reprographics
2863 Sharon Road
Cincinnati, OH 45241
Phone: 800-966-2260
Fax: 513-326-2313
Contact: Angela Elgie
E-mail: angela.elgie@qcrepro.com
Website: <http://www.qcrepro.com/bid/bidsetsonline.asp>

The approximate cost of the specifications/drawings is \$80, plus tax, shipping and handling, payable by check or

credit card.

Please e-mail any **QUESTIONS** pertaining to this solicitation to Bill Wise, Contracting Officer, at wise.william@epa.gov.

An organized **SITE VISIT** will be conducted at the AWBERC facility on Monday, September 13, 2004 at 9:00AM EDT. Please confirm your intent to attend the site visit by forwarding an e-mail to John Kappa at kappa.john@epa.gov not later than September 3, 2004, and indicate the number of personnel who will be attending.

This solicitation shall result in a single award. Bids submitted in response to the solicitation are due to the specified office not later than the scheduled bid opening time identified in Block 13 on page 1 of the Standard Form 1442. Bids will be opened at the Cincinnati Procurement Operations Division office in Norwood, Ohio. **See the Section L provision entitled "ADDRESS OFFER TO" for correct mailing addresses.**

To ensure the submission of complete bids and to avoid omissions that could result in your bid being rejected as nonresponsive, please pay particular attention to the following:

1. Have you completed Blocks 14, 15, 16, 17, 19, 20A, 20B, and 20C on page 2 of the Standard Form 1442? Have you acknowledged, on the SF-1442, receipt of all amendments (if any) issued to the Invitation for Bids?
2. Have you signed your bid (Block 20B on Page 2 of the Standard Form 1442) and submitted the original of the complete bid?
3. Have you entered your bid prices (for the Base Bid Item and Bid Alternate No. 1) in the spaces provided on page B-1?
4. Have you fully completed all Representations and Certifications in Section K entitled, "Representations Certifications and Other Statements of Offerors"?
5. Does your bid guarantee conform to the requirements of the Section I Clause entitled BID GUARANTEE, and the Section L provision entitled SUBMISSION OF ORIGINAL BID GUARANTEE? The bid guarantee shall be in the amount of twenty percent (20%) of the bid price or \$3,000,000, whichever is less. As noted in the Section L provision SUBMISSION OF ORIGINAL BID GUARANTEE, the Government will not accept a facsimile bid guarantee. **FAILURE TO SUBMIT THE ORIGINAL BID GUARANTEE BY THE TIME SET FOR OPENING OF BIDS WILL RENDER YOUR BID NONRESPONSIVE.**
6. **CAUTION - LATE BIDS** - See the Section L provision **LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF BIDS.**
7. To expedite the award process, bidders are requested to submit with their bids the information set forth in the Section L provision entitled **PRE-AWARD INFORMATION.**